

UNIT COMMANDER CHECKLIST – AIR SHOW SUPPORT TEAM

UNIT NAME		UNIT CHARTER NUMBER	
UNIT COMMANDER'S NAME		TELEPHONE NUMBER	

CHECK ONE:

- ☐ THIS IS THE LAST (OR ONLY) SET OF FORMS FROM THIS UNIT.
- ☐ THERE WILL BE ANOTHER MAILING OF FORMS FROM THIS UNIT.

FORM COMPLETION CHECKLIST:

1. HOW MANY PERSONNEL REGISTRATION (GP VII FORM 8) ARE ATTACHED? _____
- ☐ A. MAKE SURE EACH REGISTRATION HAS A COMPANION GROUP VII FORM 8a.
- ☐ B. MAKE SURE EACH GROUP VII FORM 8 IS COMPLETE AND SIGNED BY THE APPLICANT AND THE UNIT COMMANDER.
- ☐ C. MAKE SURE EACH GROUP VII FORM 8a IS COMPLETE AND SIGNED BY THE APPLICANT. FOR APPLICANTS UNDER AGE 18, THE FORM MUST BE SIGNED BY A PARENT OR GUARDIAN.
2. HOW MANY STAFF APPLICATIONS (GROUP VII FORM 8b) ARE ATTACHED? _____
- ☐ A. MAKE SURE EACH GROUP VII FORM 8b HAS BEEN SIGNED BY THE APPLICANT.
- ☐ B. MAKE SURE EACH GROUP VII FORM 8b HAS BEEN ENDORSED BY THE UNIT COMMANDER.
- ☐ C. MAKE SURE EVERYONE SUBMITTING A GROUP VII FORM 8b HAS ALSO SUBMITTED A GROUP VII FORM 8 AND 8a.
3. CALCULATE THE REGISTRATION FEE.
- ☐ A. MULTIPLY THE NUMBER OF GROUP VII FORMS 8 BY THE FEE STATED IN THE INFORMATION LETTER. RESULT: \$_____
- ☐ B. ENCLOSE A UNIT CHECK FOR THE AMOUNT CALCULATED IN 3A.

SEND ALL FORMS AND REGISTRATION FEES TO THE FOLLOWING ADDRESS BY THE DEADLINE STATED IN THE INFORMATION LETTER. LATE APPLICATIONS WILL NOT BE ACCEPTED.

**AIR SHOW APPLICATIONS
HQ GROUP VII
P.O. BOX 1334
FAIRBORN, OH 45324**